Choosing Among Ideas for Cost Savings and Efficiencies

Steps of Process	Who & When	Descriptions/Comments
Step 1: **Define "Efficiency," Create Criteria**	WG, Staff Begin on Dec. 18th; Formalize on Jan 7	A] Definition of Efficiency, as applied to infrastructure B] Potential criteria - Use WG goals as a starting point?
Step 2: **Create Categories for clustering "ideas" from most global to most specific (See attachment)**	Staff drafts; WG reviews Late Dec., before Jan. 7	* Opportunities for additional items to be added to "Ideas" list
Step 3: Solicit further ideas from experts outside the Work Group & staff		* Identify 6 – 12 experts in community infrastructure fields to review brainstormed list, add their suggestions.
Step 4: Open Discussion, Further Information & ideas	At start of Jan. 7 mtg,	* Use pre-meeting survey to glean Group members' thoughts, suggestions on "ideas" * Opportunities for additional items to be added to "Ideas" list.
Step 5: Apply criteria, using a matrix, with an open, full group process - Matrix and specifics of process will depend upon the categories and the number of items under each.	At Jan. 7th meeting	* Review, discuss results; test for group agreement on priority-setting outcomes * Possible process: Use mural-sized matrix, with dots for each person to indicate their individual judgments of how well each criterion applies to ideas under consideration. (Prepare Group before meeting for this process.)
Step 6: Explore priority ideas in depth; Develop preliminary recommendations	At workshop, Jan 15	* Tap into Group Members' knowledge and information; Bring in outside experts as needed.

Categorizing the Ideas: A Possible Approach

NOTE: When choosing priorities from a brainstormed list of items, it's important to create clusters or categories with similar items. In other words, as much as possible, we need to try to compare apples to oranges rather than apples to entrees. The categories below offer a possible approach to categorizing the ideas already suggested while still encouraging additional suggestions for any given list.

? "Big picture" policies and strategies, that impact everything
based on common themes, global concepts

<u>Examples:</u>
1) Promote, allow Design/Build Approach
2) Create Oversight Boards for Utilities
3) Use of Enterprise Funds for street construction

? Systems and processes that promote efficiencies of coordination, approach

<u>Examples:</u>
1) Processes for communication and coordination among City agencies
2) Processes for communication and coordination among City reps and contractors
3) Aggregate projects for Bidding
4) Inspection, construction oversight
5) Methods for prioritizing CIP projects in relation to Comp Plan

6)   **? Ideas relevant to a single, specific infrastructure component:**
NOTE: In this area, define ahead of time what level of detail to address. We don't want to micromanage, nor do we want to lose any great suggestions for cost savings.

<u>Examples:</u>
1) For water:
   a) Materials
   b) Line size

2) For streets:
   a) Width of driving and turning lanes

3) For wastewater:
   a) Examine lift stations vs gravity flow

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